

Credit Transfer Request Form

About this form

This form is to be utilised for providing credit transfers to learners for units of competencies or modules they have completed where there is evidence of AQF Certification by an RTO or AQF authorised issuing organisation or authenticated VET transcripts issued by

Registrar (USI Transcript Provider).

Students need to fill Credit Transfer Request Form and attach all the relevant evidence to support this application.

Australian College of Technical Studies appreciate student to apply for Credit Transfer at the time of enrolments or before commencement. Australian College of Technical Studies will not provide Credit Transfer for the full qualification. Check Credit Transfer Policy and Procedure for more details.

Student Details

Full Name	
Student ID	
Date of Birth	
Email	
Phone	
Address	
Course (s) Enrolled	
USI Number	

Details of Previous Qualification

Course Code and Name		
Institute Name		
Completion Status	<input type="checkbox"/> Completed	<input type="checkbox"/> Not Completed

Student Declaration

I declare that the documents and information I have provided is true and correct. I authorize Australian College of Technical Studies to verify my provided details with any party involved.

Student Signature:	Date:
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Admin Use only

I have verified the supporting documents by	<input type="checkbox"/> Transcripts	<input type="checkbox"/> National Register (USI)	<input type="checkbox"/> Contacted Institution
Result of Application	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	
Basis of Approval	<input type="checkbox"/> Equivalent Units	<input type="checkbox"/> Articulation	<input type="checkbox"/> VET Provision
Signature of Academic Manager		Date of Approval	

Office Use Only

Student informed of outcome	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date	
CoE revised and sent to student (if done after commencement)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date	
SMS updated	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date	
Updated Training Plan sent to student with acknowledgement	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date	
Admin Officer Name		Signature	